

## I. Parent Handbook Table of Contents

PARENT HANDBOOK TABLE OF CONTENTS.....	1
MISSION STATEMENT .....	2
THE PRESCHOOL EXPERIENCE: .....	2
CITY OF ROCKLIN PRESCHOOL EXPERIENCE: .....	2
DEVELOPMENTAL PROGRAM: .....	3
DISCIPLINE POLICY: .....	3
FUNDRAISERS: .....	4
SCHOLASTIC BOOKS: .....	4
PROGRAM INFORMATION .....	5
ENROLLMENT REQUIREMENTS:.....	5
REGISTRATION REQUIREMENTS:.....	5
UPDATING REGISTRATION PAPERWORK:.....	5
CLASS TRANSFERS:.....	5
TUITION: <b>The Tax ID# for The City of Rocklin is: 94-6000-408.</b> .....	5
ABSENCES: .....	6
WITHDRAWAL FROM SCHOOL: .....	6
CITY OF ROCKLIN PRESCHOOL CLASSROOMS:.....	6
CITY OF ROCKLIN PRESCHOOL I                 3 <sup>rd</sup> Street Recreation Center .....	7
CITY OF ROCKLIN PRESCHOOL II                5 <sup>th</sup> Street Recreation Center.....	7
CITY OF ROCKLIN PRESCHOOL III              Rock Creek Elementary School.....	7
CITY OF ROCKLIN PRESCHOOL IV              Ruhkala Elementary School .....	8
DAILY SCHEDULE .....	8
CLASS COLORS: .....	8
ARRIVAL AND DEPARTURE:.....	9
GUIDED PLAY:.....	9
ART CENTER: .....	9
CLOTHING: .....	9
PETS: .....	10
NUTRITION:.....	10
FIELD TRIPS: .....	10
T-SHIRTS: .....	11
PARENT MEETINGS:.....	11
LESSON PLANS AND NEWS BULLETINS: .....	11
GRADUATION: .....	12
SUMMER CAMP: .....	12
GOALS OF CITY OF ROCKLIN PRESCHOOL.....	13
LONG-TERM GOALS.....	13
UNITS FOR THE YEAR .....	14
PARENT	
AGREEMENT.....	16

### **PHONE LIST:**

City of Rocklin Preschool I -3 <sup>rd</sup> Street; Program Assistant, Jane Wallace	632-4119
City of Rocklin Preschool II -5 <sup>th</sup> Street; Program Assistant, Darci Buswell	632-5029
City of Rocklin Preschool III-Rock Creek; Program Assistant, Tracey Tapiz	625-5265
City of Rocklin Preschool IV-Ruhkala; Program Assistant, Tammy Bocksberger	625-5244
Penny Bundy, Preschool Coordinator 3 <sup>rd</sup> Street and 5 <sup>th</sup> Street	632-4164
Katherine Magoffin, Preschool Coordinator Rock Creek and Ruhkala	625-5268
Michele Young, Preschool Director	625-5226
Lidia Riviera, Recreation Specialist – Tuition	625-5272
Penny Bundy	FAX number 632-5041
Katherine Magoffin	FAX number 797-5344

# **CITY OF ROCKLIN PRESCHOOL 2006-2007**

## **MISSION STATEMENT**

It is the philosophy of the City of Rocklin Preschool that children need a caring, structured environment, combined with freedom to choose from a variety of rich experiences in order to reach their full potential.

### **THE PRESCHOOL EXPERIENCE:**

The findings and recommendations of the California Superintendent of Schools Universal Preschool Task Force Report, "*Ready to Learn: Quality Preschools for California in the 21st Century*" states: "We now have new knowledge about factors that influence educational achievement and success. Research has verified what should have been obvious in the past: The years from birth to age five are critically important in shaping a child's capacity and enthusiasm for learning. What a child experiences and learns in the years before kindergarten is far more important than we ever imagined. That experience is the basis of the child's future success in school, in human relations, and as a productive member of society.

Preschoolers in quality programs:

- Enter Kindergarten with skills needed for coping with school tasks.
- Show greater knowledge of verbal and numerical concepts.
- Receive higher ratings on social competency.
- Show greater task orientation.
- Are more likely to make normal progress throughout the primary grades.
- Are less often retained or placed in special education classes."

### **CITY OF ROCKLIN PRESCHOOL EXPERIENCE:**

City of Rocklin Preschool is an enrichment program sponsored by the Recreation Division of the City of Rocklin Community Services and Facilities Department. Michele Young, a credentialed teacher, who is responsible for supervising the program, directs the school. City of Rocklin Preschool was the first preschool established in Rocklin in the spring of 1976 at the Finnish Temperance Hall. All teachers meet state requirements for Early Childhood Education units. There are two Preschool Coordinators, Penny Bundy and Katherine Magoffin who run the preschool's day-to-day activities.

The program strives to educate the whole child by providing a balance of directed and non-directed activities thereby teaching the child to function well within a group, as well as learning to become self-directed. Kindergarten readiness, positive self-esteem, socialization, and creativity are areas of emphasis in the program.

**Non-directed activities** (or non-structured time) allow children time for social interaction and decision making. Non-structured time involves allowing free choice from the following centers: educational toys and games, building areas, reading area, dramatic play, creative art experiences, and outdoor play on program equipment or at the parks.

**Directed activities** (or structured time) develop increasing student's attention span, listening and language skills, academic skills, concept formation, and creative skills. Structured activities include: circle time, three learning centers comprised of art, music, fine and gross motor activities, math manipulative, alphabet and various readiness activities.

### **DEVELOPMENTAL PROGRAM:**

Readiness activities consist of: verbal exercises and discussions, fine and gross motor skills, vocabulary building, developing literacy and numeracy skills, and name recognition with various games developed by the teachers.

The Preschool strives to build positive self-esteem and a positive attitude towards learning, by eliminating failure and providing each child with rewarding experiences. All teaching is developmentally appropriate in order for the child to experience a maximum amount of success. Each facet of teaching employs the various channels of learning: auditory, visual, and kinesthetic. The program provides experiences in each area of development, allowing children to progress at their own developmental rate.

Children participate in activities with emphasis in the following areas of development:

- |                        |                       |
|------------------------|-----------------------|
| 1. Gross motor         | 5. Auditory memory    |
| 2. Fine motor          | 6. Visual motor       |
| 3. Auditory perception | 7. Visual memory      |
| 4. Visual perception   | 8. Receiving language |

### **DISCIPLINE POLICY:**

City of Rocklin Preschool employs the Dreikurs method of discipline. The children are given choices and provided with logical and natural consequences to their actions, rather than punishment. The school utilizes, Children, the Challenge by Rudolph Dreikurs. Active Parenting Today by Michael H. Popkin, Ph.D. and Positive Discipline by Jane Nelsen E.D.D., are also useful references.

In dealing with inappropriate or unacceptable behavior, the Preschool staff will use a variety of techniques for children to gain self-control. Harmful behaviors, such as biting, could result in the child being dropped from the program. Interactive communication is the best way in dealing with children. Children pay close attention to words, tone of voice, and body language. Positive interaction with the children and staff is very important.

Limits and rules will be set for the child and explanations and choices will be given to the child whenever possible. All decisions will be made with the child's safety and well being in mind. Teachers will listen openly to the child's feelings and offer understanding and guidance.

Discipline will be arranged so the child experiences the natural consequences of his or her behavior. For example, crashing into another tricycle while riding would result in losing his or her turn to ride for an acceptable period of time. Food will not be withheld as punishment, nor will food or toys be used as bribery.

When emotions get in the way of effective problem solving, a "cooling-off" period is suggested for the child. The child may need to work on another activity, and later work on a solution with mutual respect.

If use of a time-out is necessary, the time-out customarily is about one minute for every year of the child's age. The child will NEVER be left for an unknown amount of time. Children who need to be placed on a time-out will be set away from the main classroom areas, in the same room.

It is important to view the child's individual accomplishments, and never compare one child with another. Teachers will help encourage your child to feel a sense of belonging to the Preschool by stimulating his/her imagination, creativity and discovering new interests.

### **FUNDRAISERS:**

The Preschool has four fundraising projects per year. The success of these fundraisers is dependent upon parental involvement. The proceeds from these fundraisers are added to the Mother's Trust Fund and used to purchase toys, educational materials, special art projects, our pet supplies and maintenance and materials needed to operate the Preschool program.

- ♦ **Round Table Pizza Fun Night** Each class will have their own night to eat Round Table pizza and get to know the families in your class and your City of Rocklin Preschool teachers. At the same time you will help to earn monies for the City of Rocklin Preschool. Don't forget to bring your coupon attached to your August/September/October lesson plan.
- ♦ **Trike-a-Thon** is scheduled for September 28, and 29, 2006. Please check your lesson plan for your class' race date and time. In this event children collect pledges from family and friends to sponsor them for laps around a tricycle track. Every one is a winner, especially the children who enjoy the toys purchased from the fundraiser. Following their "race" the children are rewarded with a participation ribbon, cookies and a food certificate from our Event Sponsor.
- ♦ **Trick-or-Treat Faire** fundraiser is scheduled for Tuesday, October 31, 2006. All parents from Preschool III at Rock Creek and Preschool IV at Ruhkala are encouraged to help make this event successful by volunteering to work a three hour shift either Monday, October 30, or on the day of the event on Tuesday, October 31, 2006.
- ♦ **Breakfast with Santa** fundraiser is scheduled for Saturday, December 9, 2006. All parents from Preschool I at 3<sup>rd</sup> Street and Preschool II at 5<sup>th</sup> Street are encouraged to help make this event successful by volunteering to work a three hour shift during the week of December 4 - 8, 2006, or work the day of the event, Saturday, December 9, 2006.

### **SCHOLASTIC BOOKS:**

The Preschool utilizes the Scholastic Book Club in two ways. It allows parents to purchase good quality books at a discounted rate and your purchases benefit the classroom by enabling us to acquire books for the preschool. To take advantage of this opportunity you will find order forms in your child's cubby once a month. All you need to do is; fill out the order form with your child's name on it and return it with a check (no cash) made payable to SCHOLASTIC BOOKS. Book orders need to be turned in to your head teacher *by the due date* posted on the bulletin board.

## **PROGRAM INFORMATION**

### **ENROLLMENT REQUIREMENTS:**

Children must be potty-trained to enter preschool; however, accidents do occasionally happen. A two to four week probationary period will be used to assess the child's readiness and ability to adapt to the preschool environment. If at any time a child causes harm to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool. Any child not enrolled in the program cannot participate in a City of Rocklin Preschool function or class without prior arrangements with the head teacher.

### **REGISTRATION REQUIREMENTS:**

At time of registration, you will need to provide: 1) A Completed, signed Registration/Release Form; 2) Emergency phone numbers; 3) Ethnicity form, box checked; 4) Copy of your child's Birth Certificate; 5) Copy of Immunization Record; 6) Proof of current Auto Insurance; 7) A signed Parent Agreement form, found on the last page of this handbook; 8) A \$75.00 non-refundable registration fee.

### **UPDATING REGISTRATION PAPERWORK:**

Please keep the staff at the City of Rocklin Preschool informed of any changes in your child's routine/environment which may affect him/her while at the preschool. Including changes in address, phone number, pick up list, diet.

### **CLASS TRANSFERS:**

Interclass transfers will only be considered when and if an opening arises until *October 1, 2006*. Transfers are between any age appropriate classes only.

### **TUITION: The Tax ID# for The City of Rocklin is: 94-6000-408**

Make checks payable to: "City of Rocklin" and pay tuition at the Sunset Center Office between the hours of 8:00 a.m.-4:30 p.m., Monday-Friday, or mail it to:

City of Rocklin, CS&F Dept.  
Attention: City of Rocklin Preschool  
2650 Sunset Blvd.  
Rocklin, CA 95677

*Payments will not be accepted at the preschool sites.* Tuition is due on the 1st of each month, and late on the 10<sup>th</sup>, except for the combined August/September payment which is due August 11th. If the 10th falls on a weekend or legal holiday, the due date will then be the next workday. A \$25.00 late fee per child will be imposed on all tuition received and receipted after 4:30 p.m. of the due date and you will be contacted to make payment immediately. If the account is not paid by 8:00 a.m. on the 21<sup>st</sup> day of the month, your child may be dropped from the program and the account will be sent to the City of Rocklin's Finance Department for collection. A new \$75.00 registration fee in addition to any account balance will be required to be paid in full before your child is readmitted to the program. Your child's position may be filled if a lapse occurs between the drop and re-registration date.

The Preschool is solely dependent on tuitions to continue operating and, for this reason, it is vital that parents keep their child's tuition current. The parent who signs the Preschool Registration Form is solely responsible for paying your child's tuition on time. The City of Rocklin will accept one check as payment for the entire amount of tuition due. Participation in any Rocklin recreational program will be denied until tuition is paid. A coupon book will be given to you for the entire Preschool year. Each month's tuition is printed on the coupon. Please mail the appropriate

coupon along with payment by the first of each month to the above address. Parents are offered a one time 5% discount incentive if yearly fees are paid in full by August 11, 2006.

All outstanding tuition's (including snacks and late fees) must be paid in full by May 21<sup>st</sup> in order for your child to participate in the graduation ceremony.

#### **ABSENCES:**

There will be no credit given on tuition for Preschool days missed due to illness or vacation. It is the responsibility of the parents to notify the school when their child is ill and to check with a teacher regarding notes or future events. City of Rocklin Preschool I: 632-4119, City of Rocklin Preschool II: 632-5029, City of Rocklin Preschool III: 625-5265, and City of Rocklin Preschool IV: 625-5244. Teachers conduct daily health checks of each child as they enter class in order to prevent the spread of contagious illnesses. Children with any of the following symptoms will be asked to leave class:

1. *Temperature 99.4 degrees or above.*
2. *Purulent or discolored nasal fluid.*
3. *Student is too ill or uncomfortable to function in Preschool setting.*
4. *Excessive coughing or productive cough.*

If your child has an elevated temperature, please keep him/her home for at least 24 hours after the temperature is back to normal. If your child is absent from school with a contagious disease and they return to school with visible symptoms of the disease, such as a rash, discolored nasal discharge, pink eyes, lice, etc., a doctor's written release may be required before your child is re-admitted to class. It is especially important to notify teachers when your child has a contagious disease so that they may notify other parents. Minor cuts and scrapes that occur at the preschool will be washed with soap and water only. The city staff is under no circumstance to administer inhalants, bee sting injections, or any type of medication. There will be no medications left on the Sites for self-administration by the child. There will be no tuition credit for absences of any kind.

#### **WITHDRAWAL FROM SCHOOL:**

Please notify Program Registrar, Penny Bundy, by mail, 2650 Sunset Blvd., Rocklin, CA 95677, as well as the Head Teacher, if you will be withdrawing your child from the program. *A two-week signed, written notice is required when removing your child from the program, or you will be charged for those two weeks. Notices for the two weeks begin the day they are date stamped and tuition will continue to be charged until the notice has been received.* There will be a \$10.00 processing fee charged on any refund issued for withdrawal of a child from the program.

#### **CITY OF ROCKLIN PRESCHOOL CLASSROOMS:**

Each class at all four City of Rocklin Preschool sites are taught by one head teacher and two additional teachers, and strive to maintain a pupil/teacher ratio of one teacher to eight children in the three-year-old classes and a pupil/teacher ratio of one teacher to nine children in the four-year-old classes. Children who are age appropriate to attend kindergarten in the fall and who will not be going and who would like an extra year of preschool may attend the Pre K Class, which is housed at City of Rocklin Preschool II site. The Pre K Class also maintains a pupil/teacher ratio of one teacher to nine children. Classes are based on children's birthdates.

The City of Rocklin Preschool, in partnership with First Five of Placer County and the Special Education Program of the Rocklin Unified School District, provides an Integration program for mainstreaming children from the Special Education Class into our preschool program with typically developing peers. "Inclusion is a philosophy built on the belief that every person is a valued, participating member of the community and that people with and without disabilities benefit when they learn, work, and play side-by-side. Research indicates that inclusion does not

inhibit the development of children who do not have disabilities, and that it helps them to be more accepting of diversity.”

At the Rock Creek Preschool Site the Special Education children come into the preschool classroom, not more than three at a time accompanied by a Special Education staff who facilitates all of their needs. Students chosen to participate in mainstreaming opportunities are selected because they may have the prerequisite academic skills to enroll in a general education kindergarten program, but generally need to learn the “how to” of school and learn to follow common school rules.

At the Ruhkala Preschool Site, City of Rocklin Preschoolers who attend the program will participate in a unique learning experience by spending no more than 40 minutes of their day with their “Special Friends” in the Special Education classroom for approximately 2 months of the school year. A third of the class will walk over to the Special Education classroom, located in the portable next to the preschool, with a City of Rocklin Preschool teacher who will remain with the children and to facilitate the learning experience.

### **CITY OF ROCKLIN PRESCHOOL I**

5540 Third Street

**3<sup>rd</sup> Street Recreation Center**

August 21, 2006 through June 8, 2007

**Three School:** Birthdays from 6-3-03 to 12-2-03. The class will meet on Tuesdays and Thursdays from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Kids School:** Birthdays from 12-3-02 to 6-2-03. The class will meet on Tuesdays and Thursdays from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Kinderschool:** Birthdays from 6-3-02 to 12-2-02. The class will meet on Mon., Wed., and Fri. from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Prep School:** Birthdays from 12-3-01 to 6-2-02. The class will meet on Mon., Wed., and Fri. from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

### **CITY OF ROCKLIN PRESCHOOL II**

5484 Fifth Street

**5<sup>th</sup> Street Recreation Center**

August 21, 2006 through June 8, 2007

**Alphabet Class:** Birthdays from 6-3-03 to 12-2-03. The class will meet on Tuesdays and Thursdays from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Readiness Class:** Birthdays from 12-3-02 to 6-2-03. The class will meet on Tuesdays and Thursdays from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Enrichment Class:** Birthdays from 6-3-02 to 12-2-02. The class will meet on Mon., Wed., and Fri. from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Pre K Class:** Birthdays from 12-3-00 to 6-2-02. The class will meet on Mon., Wed., and Fri. from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

### **CITY OF ROCKLIN PRESCHOOL III**

2140 Collet Quarry Dr.

**Rock Creek Elementary School**

August 21, 2006 through June 8, 2007

**Voyager Class:** Birthdays from 6-3-03 to 12-2-03. The class will meet on Tuesdays and Thursdays from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Explorer Class:** Birthdays from 12-3-02 to 6-2-03. The class will meet on Tuesdays and Thursdays from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Discovery Class:** Birthdays from 6-3-02 to 12-2-02. The class will meet on Mon., Wed., and Fri. from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Odyssey Class:** Birthdays from 12-3-01 to 6-2-02. The class will meet on Mon., Wed., and Fri. from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

## **CITY OF ROCKLIN PRESCHOOL IV**

6530 Turnstone Way

## **Ruhkala Elementary School**

August 21, 2006 through June 8, 2007

**Safari Class:** Birthdays from 6-3-03 to 12-2-03. The class will meet on Tuesdays and Thursdays from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Frontier Class:** Birthdays from 12-3-02 to 6-2-03. The class will meet on Tuesdays and Thursdays from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Pioneer Class:** Birthdays from 6-3-02 to 12-2-02. The class will meet on Mon., Wed., and Fri. from 8:30-11:30 a.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

**Journey Class:** Birthdays from 12-3-01 to 6-2-02. The class will meet on Mon., Wed., and Fri. from 12:00-3:00 p.m.; \$15.50 per day, billed as monthly tuition. \*Non-residents: \$18.50 per day.

## **DAILY SCHEDULE**

Though the schedule varies from time-to-time, a typical day would include the following:

50 minutes	Free play/Cooking Day (alternating weeks)
10 minutes	Clean up
10 minutes	Transition/Bathroom Break
15 minutes	Circle
10 minutes	Music and Movement
20 minutes	Snack
20 minutes	Outdoor play
45 minutes	Learning Centers/ Share Day (alternating weeks)

**We encourage children NOT to bring personal items from home on any day other than Share Day.**

## **CLASS COLORS:**

For your convenience, we have color-coded all class lesson plans and class sign-in sheets. Class colors are as follows:

Three School/Alphabet Class/Voyager Class/Safari Class

Blue



Kids School/Readiness Class/Explorer Class/Frontier Class  
Kinderschool/Enrichment Class/Discovery Class/Pioneer Class  
Prep School/Pre K Class/Odyssey Class/Journey Class

Purple  
Yellow  
Green

### **ARRIVAL AND DEPARTURE:**

Parents are asked to alert the teachers when children are arriving and leaving. This assures that children are properly greeted and always accounted for. Upon arrival, parents are required to sign their child in on the sign in sheet, as well as sign their child out upon departure. Only the adult responsible for taking their child home may sign the child out. Other parents of the preschool *may not* sign children out in order for them to play on the playground while waiting for their parent to arrive. It is mandatory that parents list names of persons authorized to take their child from the Preschool facility. Pictured driver's license identification is required for pickup. Your child will not be released to anyone not on your release form. In the event that it should become necessary for someone other than those listed on the release form to pick up your child, it will be necessary to send a signed note with your permission releasing your child to that person. Over-the-phone and faxed authorization of release of a child to persons not listed on the release form will not be accepted. Please pick up your child promptly, as teachers need to prepare for classes that follow. If tardiness persists, a \$5.00 charge per 5 minutes, or portion, thereof, will be imposed. *To allow adequate preparation time for the teachers, the doors of the preschool will not open until the correct starting and finishing times.*

We ask that parents arrive no earlier than 5 minutes prior to class and leave the Preschool playground 5 minutes after class begins. For safety reasons, siblings are not allowed to use indoor and outdoor Preschool equipment.

### **GUIDED PLAY:**

The first 50 minutes of school is reserved for guided play and art. This is the time for children to greet their teachers and friends and talk freely together. Children may voluntarily move from such centers as: the book corner, block area, play kitchen area, table toys, playdough table, puzzles, science table, or various enrichment activities. During this period, teachers will rotate from area-to-area to interact with the children.

### **ART CENTER:**

Art projects, whenever possible, coincide with the theme of the day. Children are encouraged to do the projects themselves. It is important to remember that it is not the product, but the process that counts. Art projects provide opportunities to work on various skills such as: hand-eye coordination, following directions, left-to-right progression, and small motor coordination. Art projects need to be taken home every day due to lack of storage space in the facility. It is important that parents assist their children in taking art projects and notes out of their cubbies to assure that children are taking home their own art projects (rather than another child's) and are not losing important notes. Please check your child's last name initials if the class has more than one child with the same first name. The lesson plans will indicate items needed from parents for future projects (such as egg cartons, strawberry baskets, etc).

### **CLOTHING:**

Children need to dress in clothing suitable for messy art projects and vigorous play. Rubber-soled shoes are preferred; flip-flops, sandals and slick-soled shoes are not appropriate. Please use a permanent marker to print child's name inside all removable clothing, such as: coats, sweaters, etc. After one last effort to give parents a chance to recover unclaimed "Lost and Found" items, we will give the items to a charity organization after Winter Break and at the end of the school year.

### **PETS:**

Pets are ideal science subjects for young children. As children learn that pets need loving care and give us companionship, they develop a respect for living things. It is the hope of the preschool staff that you will nurture your child's natural wonder and curiosity about our world. Each Preschool site has a guinea pig and a fish tank for the children to enjoy and learn about.

### **NUTRITION:**

All parents need to participate in the snack program, which includes a potluck at Graduation, and must select from one of the options below for the entire year. Either:

- a) For the three-year old classes: provide 6 snacks per year.
- b) For the four-year-old classes: provide 7 snacks per year.

Or: Pay \$30.00 for each required snack.

Snacks consist of proteins, vegetables, or fruits. Lowfat milk or 100% pure fruit juices (not fruit drinks or fruit punch), without sugar, are required as beverages. Chocolate milk needs to consist of 100% milk, not chocolate drink. Our goal is to provide nutritious snacks, as well as to expose the children to a variety of new foods. Please bring the snack amounts that are listed on the lesson plans. All snacks need to come in an unopened, original package. Twice a month there will be a "hands-on" cooking project for the children. City of Rocklin Preschool requires that treats brought in for children's birthdays are non-food items, i.e.; trinkets. If parents desire to bring in cupcakes they need to be store bought in unopened, original packages. These treats are NOT a requirement.

Parents need to provide the preschool with any known food allergies, listing them on their child's registration form. Please notify the preschool staff of any changes, (a change form will need to be completed and signed), that need to be made to your child's registration form.

### **FIELD TRIPS:**

Once a month, excluding June, the preschool will schedule a field trip. Some of the field trips will be held at the preschool sites and the remainder will be off site. Some of the field trips will require parents to pay admittance fees. Field trips are scheduled tentatively as follows:

September:	Rocklin Police Visit	February:	On-site Performers - Concert
October:	Bishop's Pumpkin Farm	March:	Rocklin Fire Visit
November:	Transportation	April:	Teddy Bear Picnic
January:	Library	May:	Folsom Zoo /Baseball Day

Children need to have a release form signed by their parents prior to *each* field trip. It is required that his/her parent or guardian accompanies each child in order to participate on off site field trips. Effective 1/1/2002, California state law reads "children 5 years and younger or less than 60 pounds must be in a child restraint seat." Field trips are a special time for you to spend with your preschooler. If at all possible, please leave siblings at home. If you are unable to make other arrangements for siblings, we ask that only one sibling attend per family. Parents not exercising proper supervision over siblings may lose the privilege of bringing siblings on future field trips. Parents must furnish a copy of current proof of auto insurance to head teacher prior to each field trip. Please dress your child in a City of Rocklin Preschool T-shirt or with a red shirt on field trip days for easy identification.

The minimum levels of insurance are:

**\$15,000 Bodily Injury -- Each person**  
**\$30,000 Bodily Injury -- Each accident**  
**\$ 5,000 Property Damage -- Each accident**

**T-SHIRTS:**

City of Rocklin Preschool T-shirts cost \$12.00 for child sizes and \$15.00 for adults. They can be purchased at the Parent Orientation Meeting on August 23, 2006 or at the City of Rocklin Preschool Sites, throughout the school year.

**PARENT MEETINGS:**

Parents are encouraged to attend a 30-minute meeting scheduled after each two-month session during the first or last 30 minutes of class. These important meetings allow us to review the curriculum for the next two months session, discuss fundraising projects and sign up for snacks. Consult the lesson plan for your meeting dates, times and locations.

**LESSON PLANS AND NEWS BULLETINS:**

Every other month parents are provided with a lesson plan. The 4 year-old classes work from the same lesson plan, and the three year-old classes share a modified version of the same lesson plan. The Pre K Class will be more enhanced. A thematic approach is used in lesson planning. This approach means a theme is woven around the day's activities of math, circle, snack, gross motor, and readiness activities. For example: a typical day in January, when the theme involves "The Three Bears" activities might include 1) an art activity such as making a stuffed bear, 2) a math activity such as sorting Teddy Bear Counters, and 3) a snack of Teddy Grahams, berries and milk. The teacher would read the fairy tale and the children could act out the story. A unit on bears covering the different breeds of bears; the habits and habitats would also be discussed.

Please consult the lesson plan with your child every day before class to prepare them for their day. Periodically, you will receive NEWS bulletins in your child's cubby! It is important that you read this information, as it is our primary means of communication with parents. The cubbies are used by the teachers to share information on City sponsored events and art projects. It is important to check the board in the classroom for additional information.

### **GRADUATION:**

**Four-year-old Classes only:** Graduation from the City of Rocklin Preschool is an exciting day to celebrate the end of the year with special performances by the children. Presentation of diplomas will be part of the ceremony. A potluck will be immediately following. Parents are encouraged to bring cameras and are asked to sign up for the potluck. Classes will meet at their regular times.

<b>Last day: Three School and Kids School:</b>	<b>Thursday, June 7, 2007</b>
<b>Last day:Alphabet Class and Readiness Class:</b>	<b>Thursday, June 7, 2007</b>
<b>Last day: Voyager Class and Explorer Class:</b>	<b>Thursday, June 7, 2007</b>
<b>Last day: Safari Class and Frontier Class:</b>	<b>Thursday, June 7, 2007</b>
<b>Kinderschool and Prep School Graduation Ceremonies:</b>	<b>Friday, June 8, 2007</b>
<b>Enrichment and Pre K Classes Graduation Ceremonies</b>	<b>Friday, June 8, 2007</b>
<b>Discovery and Odyssey Classes Graduation Ceremonies:</b>	<b>Friday, June 8, 2007</b>
<b>Pioneer and Journey Classes Graduation Ceremonies:</b>	<b>Friday, June 8, 2007</b>

### **SUMMER CAMP:**

**Enroll your child in the fun, learning and enrichment activities at The City of Rocklin Preschool Summer Camp, offered by the City of Rocklin Community Services Department. Summer Camps will be taught by City of Rocklin Preschool staff at the Third Street Recreation Center, 5540 Third St. and Rock Creek Elementary School, 2140 Collet Quarry Dr. Some of the fun activities that children can look forward to enjoying in the summer camps include: water play, exploratory dance, hands-on science, math, art, storytelling, park play, along with music and rhythm, that are all incorporated into daily themes. The themes of our Summer Camps are: “Adventures with Storybooks”, “Adventures with the Ocean”, and “Adventures with Music”. Each session runs for two weeks beginning the first week of July and ending the second week of August.**

**At time of registration you will need to provide the following: 1) A Completed, signed Summer Camp Registration/Release Form, 2) Copy of your child’s Birth Certificate, 3) Copy of Medical Shot Record, and 4) Fees paid in full: Session I - \$108.00, (which does not include July 4<sup>th</sup>), Session II - \$120.00, Session III - \$120.00. 5) signed parent agreement. Children MUST be potty trained.**

**Please notify Program Registrar, Penny Bundy, by mail, 2650 Sunset Blvd. Rocklin, CA 95677, if you will be withdrawing your child from the program. *A signed, written notice is required when removing your child from the program.* There will be a \$10 processing fee charged on any refund issued for withdrawal of a child from the program.**

## **GOALS OF CITY OF ROCKLIN PRESCHOOL**

The child strives to:

1. Grow in independence.
2. Learn to give and share, as well as receive affection.
3. Learn to get along with others.
4. Develop self-control.
5. Develop an understanding of body awareness.
6. Learn many large and small motor skills.
7. Begin to understand and control his/her physical world.
8. Learn new words and how to use words in his/her social and intellectual activities.
9. Begin to develop a notion about his/her relationship to the environment.

### **LONG-TERM GOALS:**

1. Numeral recognition and understanding quantities.
2. Learning the names of different types of weather, and seasons of the year.
3. Alphabet, color, and shape recognition.
4. Nutrition and knowledge of the food pyramid.
5. Social skills development.

**PLEASE NOTE:** The City of Rocklin Preschool Program observes all of Rocklin Unified School District's **LEGAL** holidays/vacations during the school year. We do not observe Rocklin Unified School District staff development days. During the week of Thanksgiving, November 20-24, 2006, City of Rocklin Preschool **ONLY** observes Thursday and Friday, November 23 and 24, 2006 and is closed on those two days. Monday-Wednesday, November 20-22, 2006 are **NOT LEGAL** holidays and although the Rocklin Unified School District is closed on those days, City of Rocklin Preschool will be in session and these days are included in payable tuition days. You **WILL BE** charged tuition according to your child's class schedule even if you choose to keep your child home that week.

The City of Rocklin Preschool takes off both President's Days, February 16, and 19, 2007, as observed by the Rocklin Unified School District. However, February 16<sup>th</sup> is **NOT** a legal holiday and is not observed by the City of Rocklin, and the offices will be open. Tuition is due by the 10th of each month, except for the combined August/September payment which is due prior to the first day of preschool. If the 10th falls on a weekend or legal holiday the due date will then be the next workday.

City of Rocklin Community Services Staff reserves the right to photograph and/or video tape participants in city facilities and activities. All photos and/or video tapes will remain the property of the City of Rocklin and may be used for publicity and promotional purposes.

# **City of Rocklin Preschool Program**

## **UNITS FOR THE YEAR**

### **AUGUST**

#### **I. The Child**

- A. Meet new friends
- B. Learn school rules

### **SEPTEMBER**

#### **I. Body Awareness**

- A. Body awareness
  - 1. Hair/eye color, "I'm Special" Day
  - 2. Weight and height

#### **II. Personal Hygiene**

- A. Dentists, Nurses, Doctors, Germs
- B. Rocklin Police
- C. Senses of:
  - 1. Sight
  - 2. Hearing
  - 3. Taste
  - 4. Touch
  - 5. Smell

#### **II. "Bike" Day**

#### **III. Fall Season**

#### **IV. Family Unit**

- A. Immediate and extended
- B. Jobs, responsibilities
- C. Vacations

#### **V. "Island" Day**

### **OCTOBER**

#### **I. Nutrition**

- A. Dairy products
- B. Grains, breads, Bakers, Chefs
- C. Vegetables
- D. Fruits
- E. Proteins, Nutrition
- F. Breakfast, lunch and dinner

#### **VI. "Apple" Day**

#### **VII. Shapes**

- A. Stars and Hearts
- B. Squares and Rectangles
- C. Circles and Ovals
- D. Triangles and Diamonds

#### **VIII. Halloween**

### **NOVEMBER**

#### **I. Colors**

#### **II. Transportation**

- A. Airplanes, helicopters
- B. Boats, ships, sailors
- C. Trains, Engineer
- D. Buses, cars, motorcycles
- E. Trucks, construction worker

**F. Space Travel, astronaut**

**III. "Pajama" Day**

**IV. Thanksgiving**

**DECEMBER**

**I. Colors continued**

**II. Nursery Rhymes**

**III. Winter Holiday**

**JANUARY**

**I. Winter Season, Snow**

**II. Fairy Tales/Children's Favorite Stories**

**III. Numbers**

**IV. "Hat" Day**

**V. Library, Librarian**

**FEBRUARY**

**I. Dinosaurs**

**II. Reptiles**

**III. Valentines Day**

**IV. "Clown" Day**

**V. Ocean Life**

**MARCH**

**I. Amphibians**

**II. Plants**

**III. Gardens**

**IV. "Kite" Day**

**V. Firefighters**

**VI. Trees**

**VII. Spring**

**VIII. Birds**

**IX. Spring Holiday**

**APRIL**

**I. Insects**

**II. "Teddy Bear Picnic"**

**III. Jungle Animals**

**IV. Plains Animals**

**MAY/JUNE**

**I. Mother's Day**

**II. Native Animals**

**III. Farm Animals, Farmers**

**IV. Australian Animals**

**V. "Baseball" Day**

**VI. Pets, Veterinarians**

**VII. Graduation**

## **Parent Agreement**

**My child \_\_\_\_\_ is registered as a participant in the City of Rocklin Preschool program.**

**I hereby agree to:**

- 1. Abide by the rules and regulations of the City of Rocklin Preschool program as outlined in the Parent Handbook.**
- 2. Present a picture driver's license identification is required for pickup. Your child will not be released to anyone not on your release form. Over-the-phone and faxed authorization of release of a child to persons not listed on the release form will not be accepted.**
- 3. The understanding that children must be potty-trained to enter preschool; however, accidents do occasionally happen. A two to four week probationary period will be used to assess the child's readiness and ability to adapt to the preschool environment. If at any time a child causes harm to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool.**
- 4. Provide a two-week, written notice of withdrawal from the program and pay any fees and/or balances owed due to withdrawal from the program.**
- 5. Pay tuition by the first of each month of scheduled attendance. I am aware that I will be charged a \$25.00 late fee if my tuition is not received by 4:30 pm on the 10<sup>th</sup> of the month, except for the combined August/September payment which is due prior to the first day of school. I am aware that a participant may be removed from the program for non-payment of tuition and on the 21<sup>st</sup> of the month my child may be dropped from the program and that a new \$75.00 registration fee in addition to any account balance will be required to be paid in full before my child is readmitted to the program. I am also aware that my child's position may be filled if a lapse occurs between the drop and re-registration date.**
- 6. The understanding that the parent who signs the Preschool Registration Form is solely responsible for paying my child's tuition on time. I also understand that the City of Rocklin will accept one check as payment for the entire amount of tuition due.**
- 7. The understanding that there are no interclass transfers after October 1, 2006.**
- 8. Sign my child in and out of the program site each day.**
- 9. Pay a \$5.00 charge per 5 minutes, or portion thereof, if tardiness should occur when picking up my child.**
- 10. Bring the required amount of snacks for the year.**
- 11. The understanding that as my child's legal guardian, I am the only one who can take my child on City of Rocklin Preschool off-site field trips. I understand that I will drive on and attend all off-site field trips.**

**(this is a two-sided form)**



12. The understanding that I will be asked to volunteer, if I am at Preschool Site I and II, for three hours during the pre-event decorating or on the day of the event for the “Breakfast with Santa” fundraiser in December. The understanding that I will be asked to volunteer, if I am at Preschool Site III and IV, for three hours during the pre-event decorating or on the day of the event for the “Trick-or-Treat Faire” fundraiser in October.
13. The understanding that City of Rocklin Preschool will be in session on Monday-Wednesday, November 20-22, 2006 of the Thanksgiving week, closing only on Thursday and Friday, November 23-24, 2006. I will be charged tuition according to my child’s class schedule even if I choose to keep my child home that week.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**This Parent Agreement must be signed and returned with your registration paperwork.**